

Report For Week Ending 14 January 1958
From
Records Center

During the week the following accessions were made:

DD/P 25X1A6a	28 Cu. Ft.
DD/S	2 " "
COMMO	2 " "
ORR	1 " "
OO	6 " "
MS	3 " "
OL	9 " "
OCR	4 " "
OSI	2 " "
ONE	1 " "
Sub-Total:	58 Cu. Ft.
Finished Intelligence	81 " "
Total:	139 Cu. Ft.

Map Negatives	1,115 Cu. Ft.
Records Holdings	25,241 " "
Distribution Material Holdings	10,936 " "
Total:	37,292 Cu. Ft.

Accessioning

Received 52 cubic feet of Map Negatives. The Office of Logistics returned 17 cubic feet of intelligence material of which 13 cubic feet were destroyed in accordance to stock levels.

Reference

The inventorying and preparation of shelf lists for Medical folders is 50 per cent complete.

The Center has started to maintain a suspense file on intelligence material that has become exhausted because of servicing. During the first week of operation the reference activity on one [REDACTED] warranted the notification of the Records Officer.

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Disposal

There is 138 cubic feet of material in the disposal area ready for destruction.

General

25X1A6d

25X1A9a